



Virtua Health College of Medicine & Life Sciences of Rowan University

Faculty Personnel Office
One Medical Center Drive
AC 305
Stratford, NJ 08084-1324
PHONE: 856-566-6870 FAX: 856-566-7164

Faculty requesting an appointment at the rank of Associate Professor will be reviewed by the Faculty Affairs Committee for recommendation to the dean. You will need to request at least **3** letters of recommendation from those that will relay your qualifications for the rank of **Associate Professor**.

These letters must be written by a colleague that currently holds the academic rank of Associate Professor or above from outside of Rowan University. The letters must also support national reputation therefore should not be from local academic institutions.

The letters should be addressed to below and emailed directly to vinsonrm@rowan.edu :

*Paola Leone, PhD
Faculty Affairs Committee, Chair
Rowan-Virtua SOM
Stratford, NJ 08084
Attention: Rosalyn Vinson*

Criteria of Evaluation

1. **Teaching.** Criteria to evaluate teaching include:
 - Contact hours per course (medical and graduate school)
 - Effectiveness of lectures (content, student and peer evaluation, exam performance)
 - Tutorial consultation, supervised independent study
 - Course organization and direction (where applicable)
 - Development of new teaching methods, aids and curriculum programs
 - Mentoring graduate students and postdoctoral fellows
 - Participation in problem-based learning curriculum
2. **Publications.** Criteria to evaluate publications include:
 - Research articles in peer-reviewed journals. Conference abstracts do not qualify.
 - Case reports in peer-reviewed journals
 - Review articles and book chapters
 - Principal authorship of articles appearing in major journals in the field
 - Textbook writing or editing
 - Editorials, commentaries and letters will also be considered

3. **Research.** Criteria to evaluate research include:

- Quality and quantity of publications in peer-reviewed journals
- Evidence of an established and funded research program
- Editorship for peer-reviewed journals and membership on scientific review boards
- Presentations at major national and international scientific meetings

4. **National Reputation.** Criteria to evaluate reputation include:

- Letters solicited from outside reviewers and experts in one's field
- Invited speaker at conferences or symposia
- Organization or chairing conferences or symposia
- Editorial board member or editor of leading journal in the field
- Participation on study sections of granting agencies

5. **Service to the University and Field.** Criteria to evaluate service include:

- Service on departmental, school or University committees
- Service in state, national, or international organizations
- Outreach to the community